



# Connecticut SAT School Day

Accommodations and College Board's Services for Students with Disabilities (SSD)



# **Digital Testing**

- The Connecticut SAT School Day will be administered digitally beginning this spring.
- The digital SAT is administered using the Cambium Assessment, Inc. (CAI) test delivery system.
- Braille and large-print tests are available for students with disabilities that require them.
- Webinars are available with more information about digital testing and tech readiness.

# 2022 Connecticut SAT School Day Test Dates

| Connecticut SAT School Day – Spring 2022 |  |  |
|--|--|--|
| Primary test dates                       | March 23-25<br>March 29-30                     |  |
|  | Accommodated testing window:  March 23-April 5 |  |
| Makeup test dates                        | April 26-28                                    |  |

College Board digital testing takes place during a testing window. Schools can administer the test to all students on a single day within that window or spread students out across multiple days of the window.



# Accommodations and Supports for Special Populations

Students with Disabilities, Section 504, and English Learners

Who qualifies for Connecticut SAT School Day accommodations and English Learner (EL) supports?

## Eligibility Guidelines

- Students with active Individualized Education Program (IEP) or an active Section 504 may qualify for accommodations based on disability and access need.
- Specific College Board EL Supports may be used by students who, at the time of testing:
  - a) meet the definition of "English learner" per state and federal policy as defined in ESSA; and
  - b) use the same supports on schoolwork and other assessments, including state assessments.

Who oversees the submission of accommodations for the Connecticut SAT School Day?

#### \*Districts may have multiple SSD Coordinators in a school but there is only one primary SSD Coordinator.

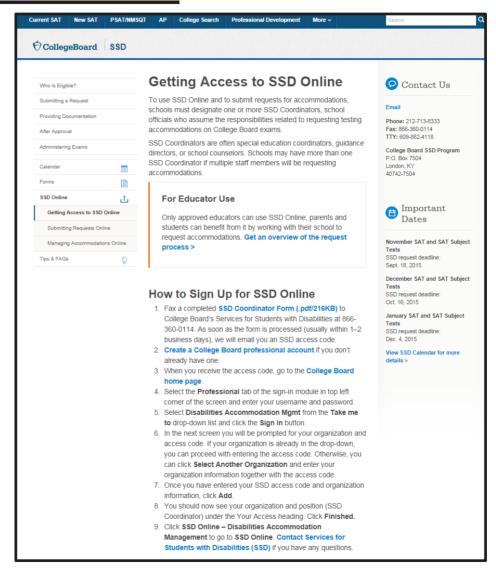
# Services for Students with Disabilities (SSD) Coordinator

- Coordinates the collection, submission, and delivery of student accommodations on the Connecticut SAT School Day.
- •Serves as the school's liaison with College Board and the Connecticut State Department of Education (CSDE) for students with disabilities and English learners.
- •Submits accommodation requests between **November 29**, **2021 February 2**, **2022**.
- •Submits time and one-half (+50%) for eligible English learners (EL window opens in **January 2022**).

How do I request accommodations for the Connecticut SAT School Day?

New SSD Coordinators should sign up for SSD Online using this <u>link</u>.

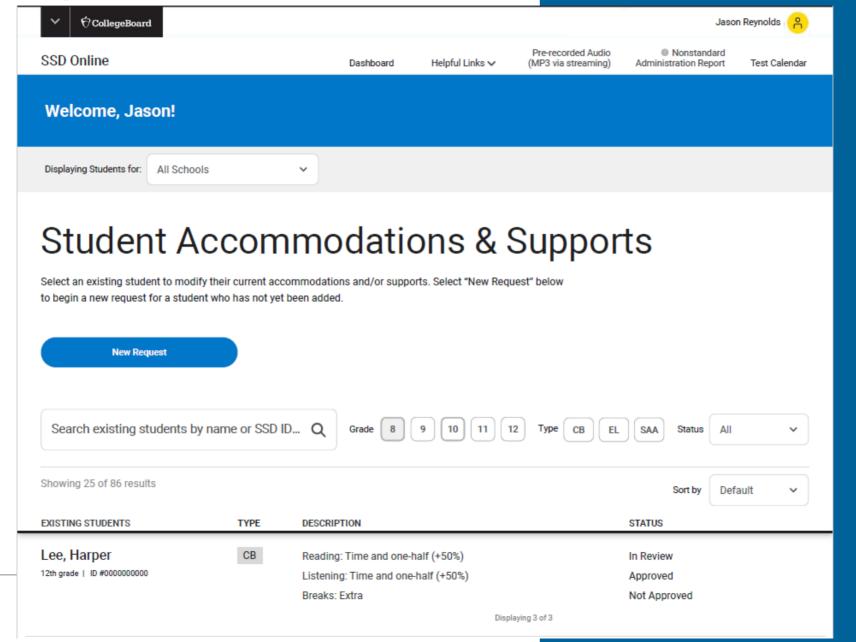
### SSD Online







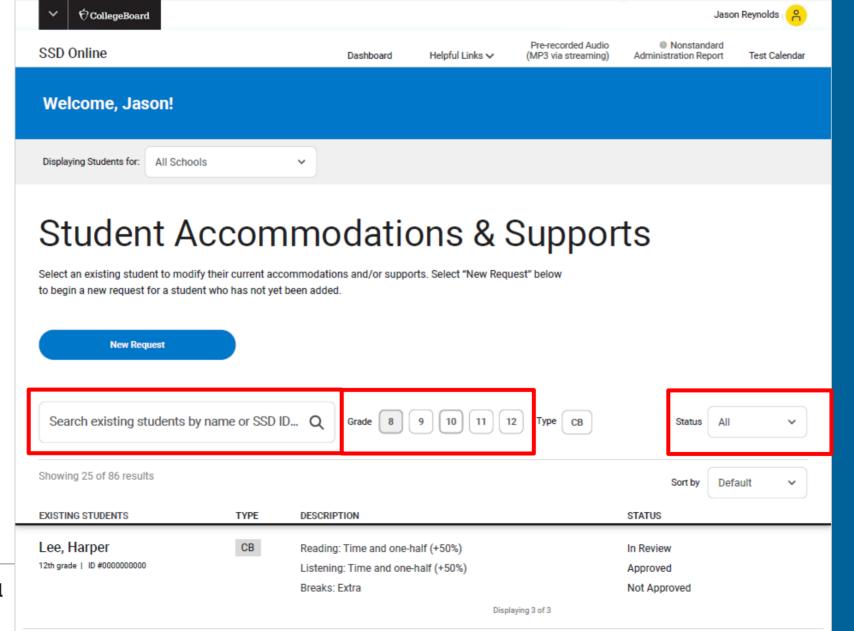
# Navigating the Dashboard



- Submit Requests
- **Monitor Requests**
- Print Reports



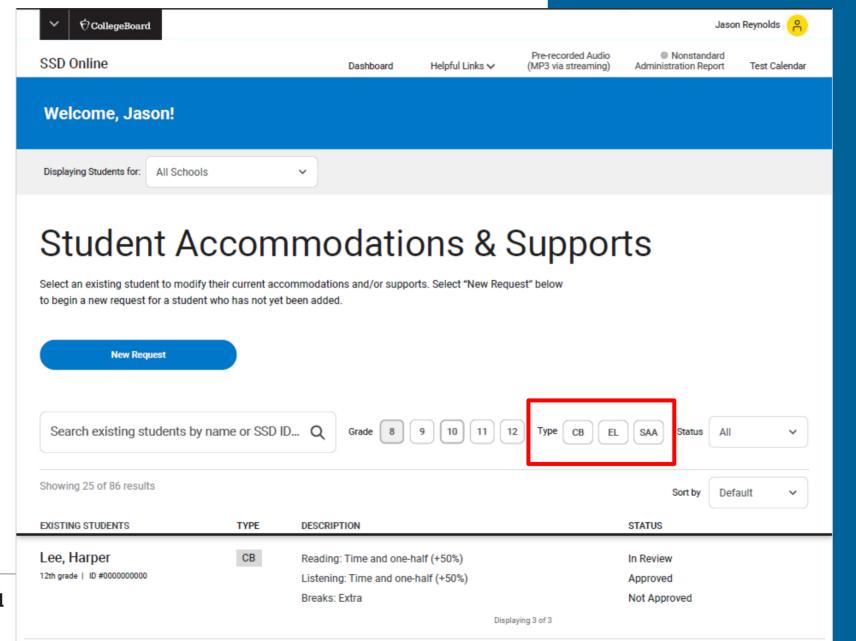
# Navigating the Dashboard



- Search for a Student by Name
- Filter by Grade
- Filter by Status
- View Student Profile



# Navigating the Dashboard



Use the Navigation Bar to access other key information or to return to the Dashboard

A Single Integrated Dashboard



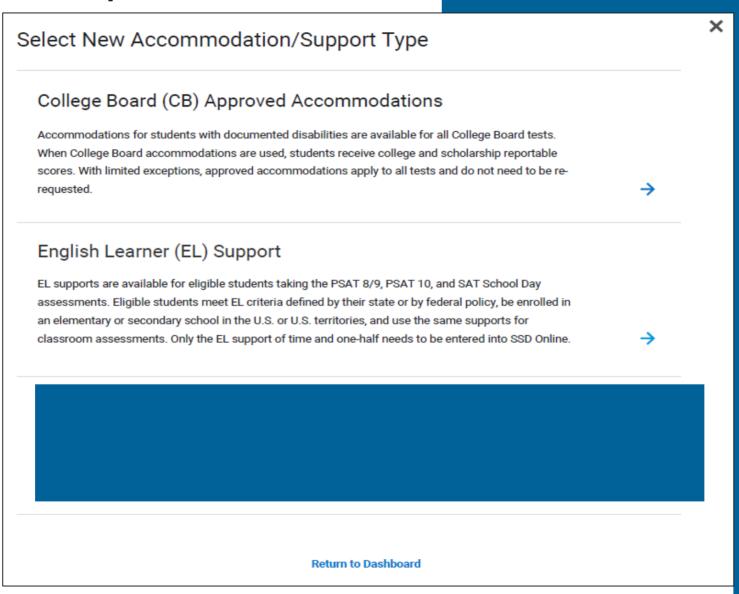
# Monitoring the Dashboard – Preparing Requests

- Is the student listed in SSD Online?
- Is the student information correct?

Does the approved accommodation match the student's current plan?



# Submit New Request





### Search for Student

- Search for a student using first and last name
- Select the student or student not listed

# New Request Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add. NAME \* SCHOOL \* Herbert Hoover High School Clear Search

Showing 14 results

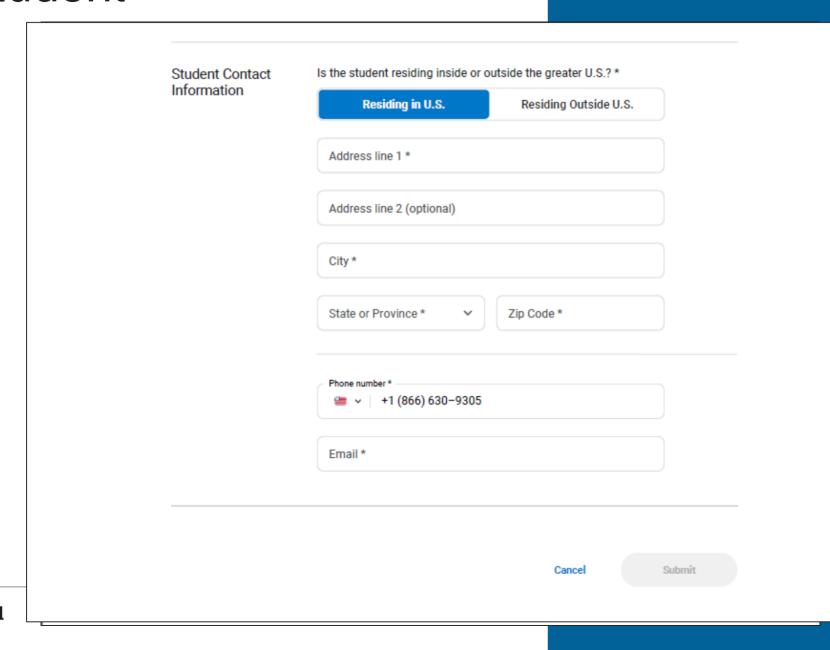
|         | First name 💙 | МІ ≎ | Last name 🗘 | Date of Birth 🗘 | SSD ID Number 🗘 |
|---------|--------------|------|-------------|-----------------|-----------------|
|         | Caroyln      |      | Parra       | 04-02-2000      | #XXXXXX         |
| $\circ$ | Damion       | С    | Daniels     | 01-01-2001      | #XXXXXX         |
|         | Efren        | T    | Fischer     | 07-09-2002      | #XXXXXX         |
| $\circ$ | Jessica      |      | Townsend    | 12-15-2000      | I               |
|         | Larissa      | Α    | Coleman     | 01-07-2000      | #XXXXXX         |
|         | Angelina     | J    | McSmith     | 08-04-2002      |                 |
|         | Sherman      | E    | Hanson      | 02-29-2001      | #XXXXXX         |
|         | Sibvl        |      | Rangel      | 08-23-2001      |                 |



Student Not Listed C



### Add Student



- Enter Student Information
- Enter Contact Information

 $\bigcirc$  CollegeBoard

### Required Information

#### · Obtained Consent

You need to obtain consent from the student's parent/guardian. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then the school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

Download Parental Consent Form →

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? \*



Back

Start New Accommodation Request











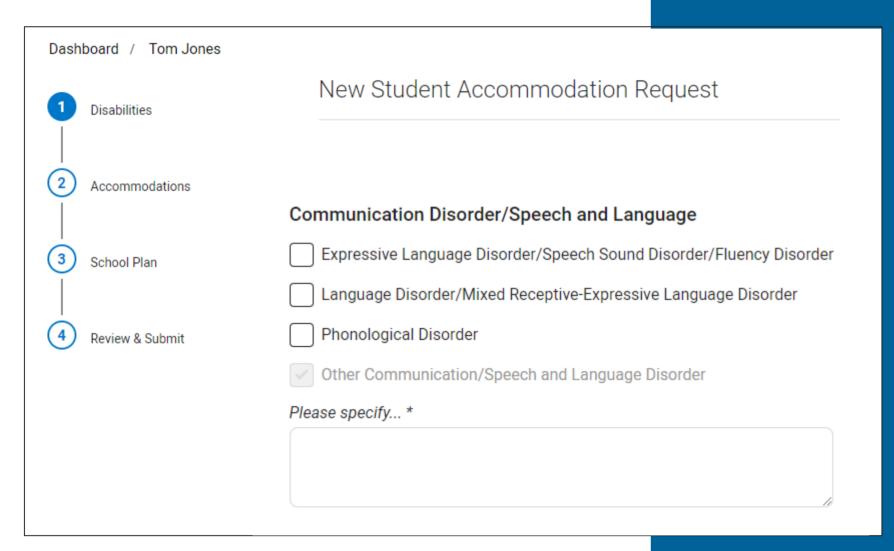


# Start the Request

- Provide Disability
- Identify Accommodations
- Provide Plan Information
- Review and Submit the Request



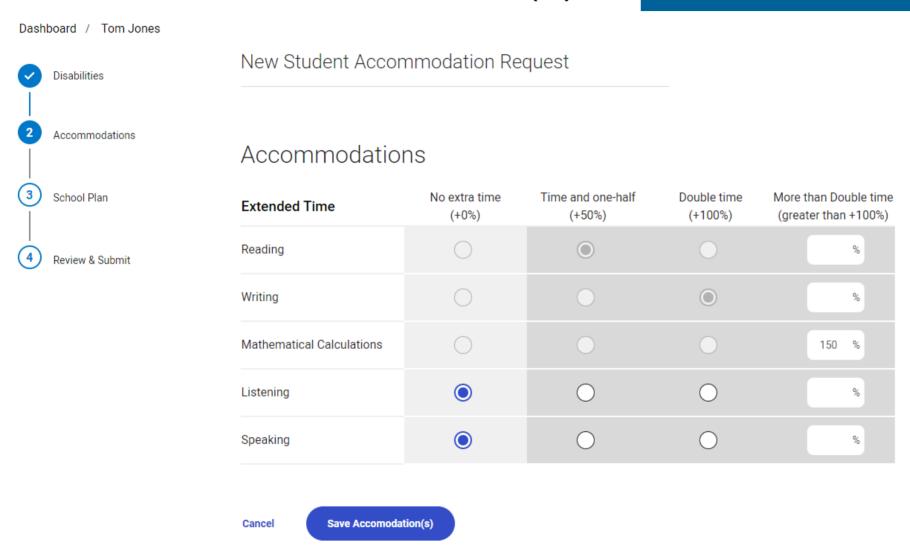
# Identify the Disability







## Select the Accommodation(s)



- Extended Time
- Extra/Extended Breaks
- Reading/
  Seeing Text
- Recording Answers
- Modified Setting
- Other



### **Enter School Plan Information**

Answer Questions about the Student's Plan

- Indicate if the Requested
  Accommodations are in the
  Plan and Used on Classroom
  Tests
- Provide Information about the Process for Determining the Student's Need



Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? \* O No Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. \* School Psychologist School learning specialist Teacher(s) School Administrator (e.g., Principal) Parent(s)/Guardian(s) Student Other professional Please specify \* I don't know What information was used to assess your student's current need for accommodation(s)? Documentation/evaluation from professionals (e.g, Psycho-educational evaluation, medical evaluation) Teacher observations Parent(s) observations/student's comments Student's previous and current academic functioning Student history of receiving accommodations or academic difficulties School data (e.g., scores on state testing) Parent/student request Other Please specify \*

Please tell us about your school's process for determining your student's need for and use of the

requested accommodation on classroom tests.

### Review and Submit

Verify the Information Entered is Accurate

Identify the Student's Next Intended College Board Test

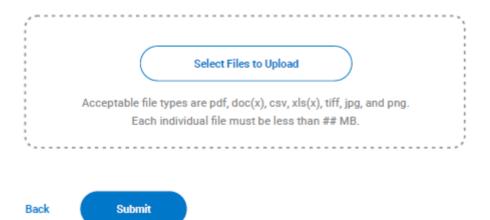
Upload 2022 Grade 11
Connecticut SAT School
Day SSD Form Upload for
Documentation Requests (if asked for Documentation)
and Submit

# Next Intended College Board Test \* Test \* Year \* Year \*

#### Supporting Documents \*

In order for College Board to review the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.



# Terms and Agreement

#### Terms & Agreement

#### ×

#### 1. Confirm True & Accurate Information

I verify that unless otherwise indicated in my responses above (1) the accommodations requested above are provided and used on school-based test; (2) the school has documentation on file that meets the College Board Guidelines for Documentation, and (3) all the information provided in my responses above is true and accurate.

#### 2. You are submitting for School-Based Accommodation(s)

One or more of the requested accommodations is considered a "school-based accommodation", which should be administered in your school, if the student registers for the weekend SAT or SAT Subject Tests. Your School Testing Calendar indicates that there are weekend SAT administration dates for which your school is not available to administer school-based testing. Please make sure that your School Testing Calendar accurately reflects your school's availability, and that your student is notified of the school's testing schedule.

I have read, understand, and agree to the terms above.



Cancel

Agree & Continue





# Reminders for the SSD Approval Process

- Start by reviewing the accommodations for existing grade 11 student.
- Students with approved accommodations through College Board from previous years require no action unless you need to make changes.
- Accommodations requests submitted into SSD Online can provide access to accommodations for all College Board tests.
- If your student's status is pending, if an accommodation is rejected and you are not certain why, or you need to request a special documented accommodation, contact Deirdre Ducharme at deirdre.Ducharme@ct.gov.

# Accommodations Requests and Digital Testing

- Submit requests based on what students will need for all tests, including paper and pencil tests.
- College Board will provide a crosswalk for SSD
   Coordinators to use to help them determine the correct
   TIDE settings to support the digital SAT administration.
- TIDE configurations and administering digital tests to students with disabilities and English learners will be covered in the webinar on December 6 at 1PM.

For a preview of resources related to accommodations for digital testing, refer to the: What to Expect for Digital Testing brochure and the 2022 Connecticut SAT School Day Accessibility Chart.

What types of accommodations are available to students with IEPs/504 Plans taking the Connecticut SAT School Day?

#### Used for state accountability system and college admission

#### Examples of most common accommodations:

- American Sign Language (ASL)- test directions only
- Braille
- Color Overlay
- Extra/Extended Breaks
- Large Print Answer Sheet
- Non-electronic magnifying devices and electronic magnifying device
- Modified Setting

- Noise Buffering
- Reader
- Scribe
- Signed Exact English -test directions and test content
- Speech-to-Text (CB Assistive Technology)
- 4 Function Calculator
- Text-to-Speech
- Time Extension time and one-half (+50%) or double time (+100%)



# Considerations for Time Extension

Extended Time (Time and a half/50% or Double time/100%)

- Students can receive extended time for the entire test or for just for the math section (specify in the SSD).
- Self-pacing is not available with the extended time accommodations.
- Students must remain in the testing room for the entire length of time allotted for testing.

# Time Extension by Subject Area

| Accommodation                        | Day(s) | What to Know   |
|--------------------------------------|--------|--|
| Time and one-half (+50%) for reading | 1 Day  | <ul> <li>Student will receive extended time for ALL sections.</li> <li>Student must use the entire time for which he/she is approved. Student will automatically be approved for extra breaks.</li> </ul>            |
| Time and one-half (+50%) for math    | 1 Day  | <ul> <li>Student will receive extended time only for the math sections.</li> <li>Student must use the entire time for which he/she is approved. Student will automatically be approved with extra breaks.</li> </ul> |
| Double time (+100%) for reading      | 2 Day  | <ul> <li>Students will receive extended time for ALL sections.</li> <li>Students must use the entire time for which he/she is approved. Student will automatically be approved with extra breaks.</li> </ul>         |
| Double time (+100%) for math         | 1 Day  | <ul> <li>Student will receive extended time only for the math test.</li> <li>Student must use the entire time for which he/she is approved. Student will automatically be approved with extra breaks.</li> </ul>     |

# Accommodations that Support Reading/Seeing Text

- Pre-Recorded Audio (MP3): an audio version of the test is delivered through an online application. Students receive double time.
- Reader: an adult will read the test to the student in a one-to-one test environment.
- Assistive Technology (ATC): a digital version of the test is delivered on a flash drive for use with screen readers and other technology. Students receive double time.
- Braille: students will receive Braille test books.
   For more information about format, contact the SSD office.

### Extra/Extended Breaks

| Accommodation    | Day(s) | What to Know  |
|------------------|--------|---|
| Extra Breaks     | 1 Day  | Given a break halfway through longer sections and a break after every section.  |
| Extended Breaks  | 1 Day  | <ul> <li>Given breaks at the standard time but breaks are typically twice as long.</li> <li>Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li> </ul>  |
| Breaks as Needed | 1 Day  | <ul> <li>Typically given to students with physical or medical conditions.</li> <li>Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.</li> <li>Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li> </ul> |

### **Modified Setting**

- Small group setting: a student can test in a smaller group setting than a large testing room with many students.
- One-to-one testing: a single student tests in a room with a proctor.
- Home/hospital setting: a student with a disability that prevents him/her from attending school will be testing in an alternate location.

#### Other

- American Sign Language: students will receive the test directions in ASL, provided by an adult.
- Permission to Test Blood Sugar: for students with diabetes.
- Permission for Food/Medication: for student with physical/medical disabilities.

# Special Documented Accommodations

- In exceptional circumstances, there may be a student whose disabilities are such that the allowable accommodations would be insufficient to provide access to the Connecticut SAT School Day. In these cases, contact Deirdre Ducharme (deirdre.ducharme@ct.gov) for information regarding a petition for special documented accommodations.
- Special Documented Accommodations must be received between December 9, 2021, and March 1, 2022.

# What supports are available to English learners?

# **Supports**

| Used for state accountability system and college admission   | SSD<br>entry<br>required? |
|--|---------------------------|
| Time and one-half (+50%)   | Yes                       |
| <ul> <li>Written Test Directions in: Albanian; Arabic; Bengali; Chinese-<br/>Mandarin; French; Gujarati; Haitian Creole; Hindi; Polish;<br/>Portuguese; Russian; Spanish; Urdu; Vietnamese</li> </ul>  | No                        |
| Native Language Reader – test directions only  | No                        |
| <ul> <li>2022 List of Bilingual Dictionary Word-to-Word Glossaries<br/>include, but are not limited to: Albanian, Arabic, Bengali, Bosnian,<br/>Burmese, Cambodian/Khmer, Chinese/Mandarin, French,<br/>Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese,<br/>Russian, Somali, Spanish, Urdu, Vietnamese.</li> </ul> | No                        |





### The Nonstandard Administration Report (NAR)

The NAR is available in SSD four weeks prior to the testing window. When available, access and print the NAR to:

- coordinate efforts to test students who are approved for accommodations and EL time and one-half.
- activate digital accommodations in the College Board's TIDE system prior to testing.
- assist test coordinators to establish test rooms/settings that meet the needs of accommodated students.
- determine which students need non-embedded accommodations or English learner supports and ensure that they are provided at the time of testing.

### Connecticut Alternate Assessment System

- Connecticut Alternate Assessment (CTAA) for Math and English Language Arts)
- Connecticut Alternate Science (CTAS) Assessment

# Connecticut Alternate Assessment Eligibility Process

- Required online training is posted to the <u>Connecticut</u>
   <u>Comprehensive Assessment Program Portal</u>. Training must be completed by Teachers Administering the Alternate (TEA) prior to administering the CTAA and CTAS.
- Submit the <u>Connecticut Alternate Assessment Eligibility Form in</u> the Data Entry Interface (DEI) by these two key dates:

| Connecticut Alternate Assessment Eligibility Form |   |  |
|---|---|--|
| <b>Submission Dates Through</b>                   | Student Subgroup  |  |
| the Data Entry Interface                          |   |  |
| (DEI)   |   |  |
| November 19– December 22, 2021                    | Eligible students in Grade 11;<br>Dually identified students (special education and English learner) in<br>Grades 3-8 and 11. |  |
| November 19, 2021 –<br>March 1, 2022              | Eligible students in Grades 3-8; Extended deadline for newly eligible Grade 11 students                                       |  |
| June 3, 2022                                      | DEI closes for the spring 2022 assessment window.   |  |



# What resources are available?

## Resources for Special Populations

<u>Assessment Guidelines</u>

EL Supports for PSAT 8/9, PSAT 10, and the Connecticut SAT School Day

College Board SSD Module- Understanding College Board Accommodations

College Board- Approved Word-to-Word Glossaries

2022 SSD Form Upload for Documentation Requests

### Questions

Michelle Rosado, Connecticut SAT School Day Program Manager michelle.rosado@ct.gov

Deirdre Ducharme, Consultant for Student Assessment and Special Populations Deirdre.Ducharme@ct.gov

#### **College Board**

SAT School Day Customer Support 855-373-6387 or SATSchoolDaySupport@collegeboard.org

# CSDE Connecticut SAT School Day Web page www.ct.gov/sde/sat

**Student Assessment News** 

https://portal.ct.gov/SDE/Student-Assessment/Student-Assessment-News/Student-Assessment-News

For a preview of College Board digital accommodations, refer to the Accommodation Essentials

https://digitaltesting.collegeboard.org/accommodations/ /accommodations-essentials



